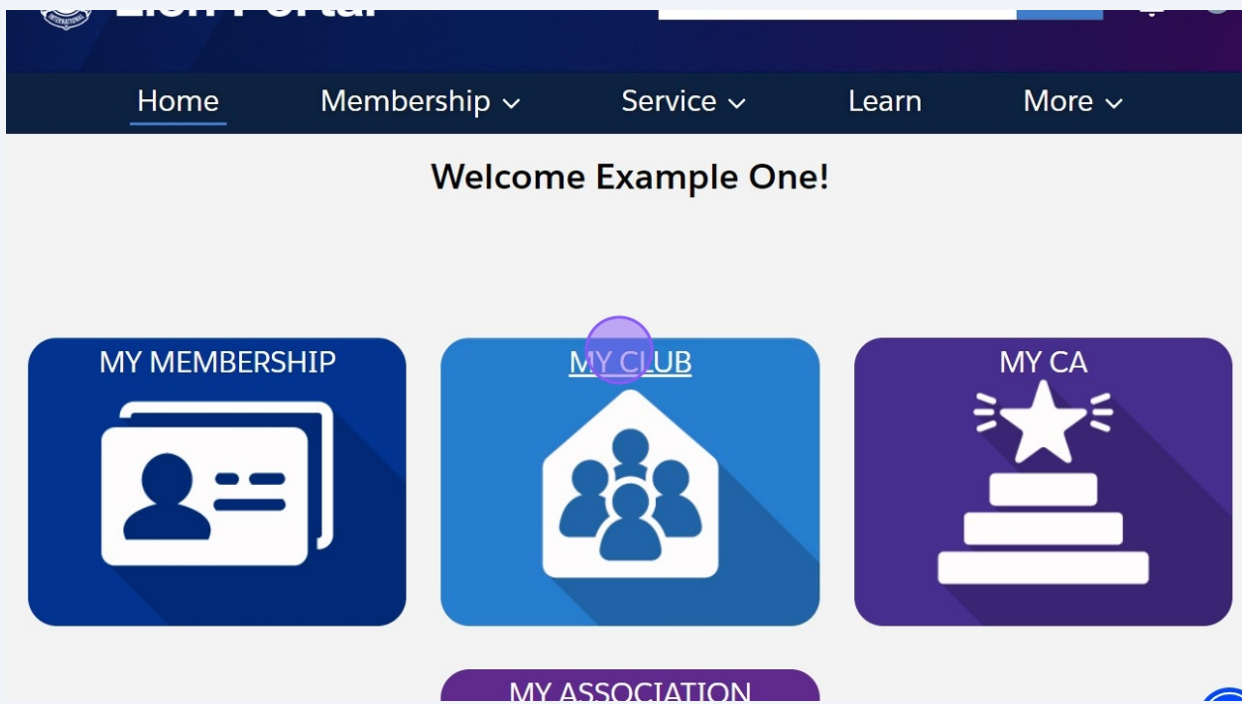


# Club Actions - View Reports

This guide provides a step-by-step process for accessing and viewing reports in the Lion Portal, making it easier for users to manage club data effectively. By following the outlined steps, users can quickly generate and download reports in various formats, including Excel and PDF. Utilizing this guide can enhance your understanding of club performance and streamline reporting tasks. It's a valuable resource for anyone looking to optimize their club's operations.

1 Sign into the Lion Portal [lionportal.org](https://lionportal.org)

2 Click "MY CLUB"



### 3 Click "Club Actions"

The screenshot shows a navigation bar with 'Home', 'Membership', 'Service', 'Learn', and 'More'. Below it is a header for 'Example Club For Training' with a '+ Follow' button. A table lists club information: ID 00158, Type Lions Club, Status Active, Billing Address 124 Any Place, Naperville, Illinois 60565, United States, and Active Member Count 57. A menu below the table includes 'Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Club Actions' menu is open, showing 'Manage Club Members' and 'Manage Club Officers' buttons. A purple circle highlights the 'Club Actions' menu item.

ID	Type	Status	Billing Address	Active Member Count
00158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	57

Account Name: Example Club For Training  
Parent Account: strict 1 J  
Region or Zone: Zone 1  
ID: 00158

Type: Lions Club  
Active Member Count: 57  
Club Specialty: Cultural  
Club Sub-Specialty: [info]

Specialty Description: Arts and Entertainment  
Charter Established Date: 7/1/2010

Club Details  
Description: [info]  
Website: [info]

Address  
Billing Address: [info]

Member ... Club Acti...  
Manage Club Members  
Manage Club Officers

### 4 Click "View Reports"

The screenshot shows the same club details as above. The 'View Reports' button in the 'Club Actions' menu is highlighted with a purple circle. The 'View Reports' button is the third button from the top in the menu, below 'Manage Club Members' and 'Manage Club Officers'.

Account Name: Example Club For Training  
Parent Account: strict 1 J  
Region or Zone: Zone 1  
ID: 00158  
Auth Programs: [info]

Type: Lions Club  
Active Member Count: 57  
Club Specialty: Cultural  
Club Sub-Specialty: [info]

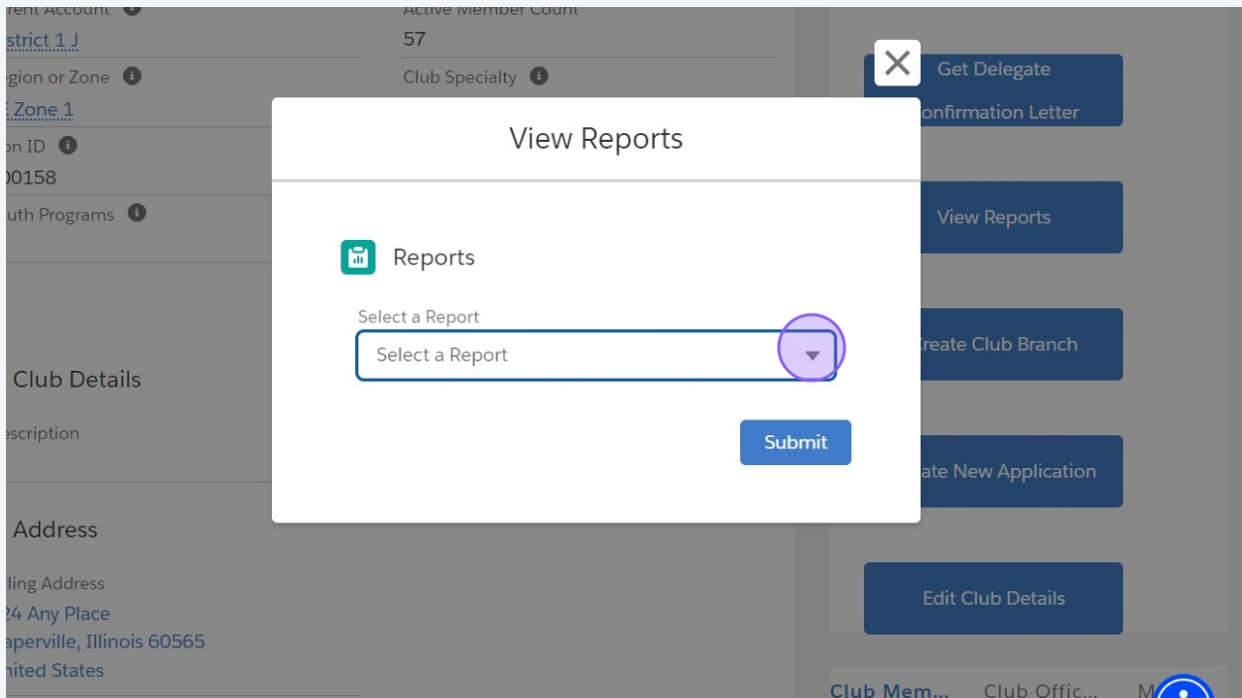
Specialty Description: Arts and Entertainment  
Charter Established Date: 7/1/2010

Club Details  
Description: [info]  
Website: [info]

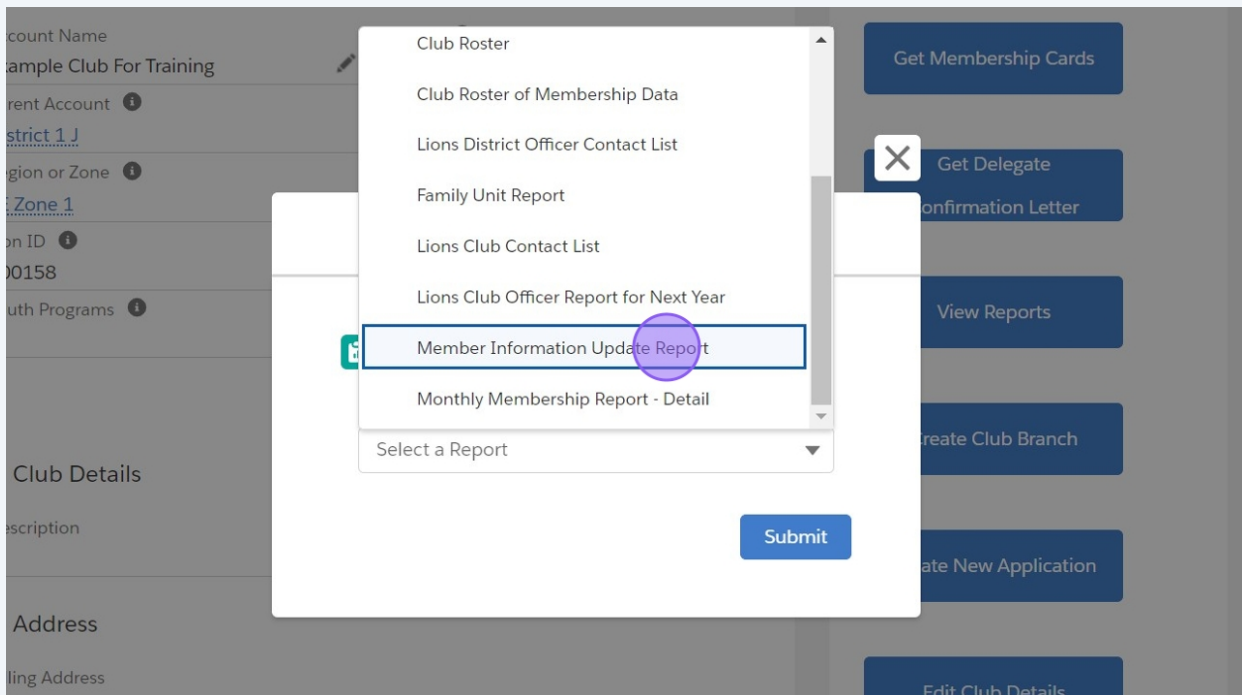
Address  
Billing Address: [info]

Get Membership Cards  
Get Delegate Confirmation Letter  
View Reports  
Create Club Branch  
Create New Application  
Edit Club Details

**5** Click "Select a Report"



**6** Click the report from the list.





Tip! Club Level reports available are:

- Club Achievements
- Club Attendance (Excel option)
- Club Monthly Reporting History
- Lions Clubs Officer Report for Current Year (Excel option)
- Club Roster (Excel option)
- Club Roster of Membership Data
- Lions District Officer Contact List (Excel option)
- Family Unit Report
- Lions Club Contact List (Excel option)
- Lions Clubs Officer Report For Next Year (Excel option)
- Member Information Update Report (requires input of Member id)

7

If additional input is needed for the selected report enter the required information for the report.

Region or Zone SE Zone 1

Lion ID 200158

Youth Programs

Get Delegate Confirmation Letter

View Reports

Create Club Branch

Create New Application

Edit Club Details

Club Mem... Club Offic... M

### View Reports

Reports

Select a Report

Member Information Update Report

Member IDs

Member IDs

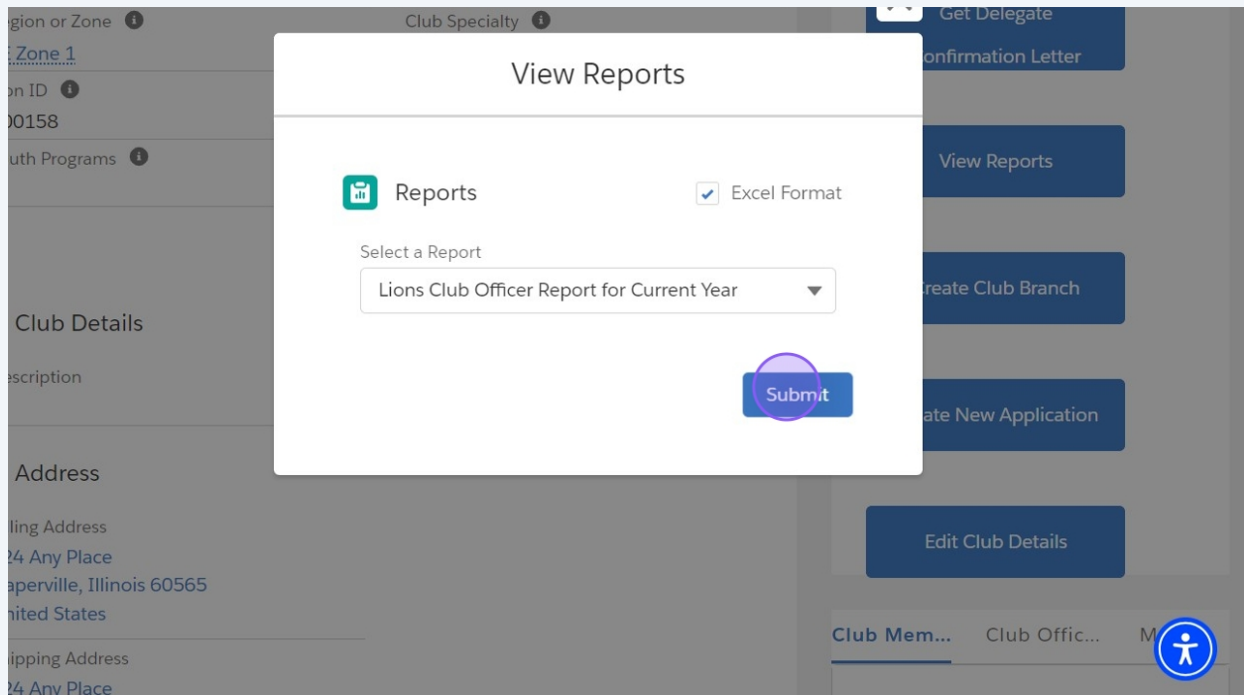
Submit

Description

Billing Address  
124 Any Place  
Naperville, Illinois 60565  
United States

Shipping Address  
124 Any Place

8 Some reports provide "Excel Format". To download to Excel select this option.



Tip! The report will be shown in preview and can be downloaded in .pdf format. If the Excel option was chosen the "file download message" will be shown.

9 Click "Home"

This concludes the "Club Actions - View Reports" Quick Guide.

The screenshot displays the Lion Portal interface. At the top, there is a dark blue header with the 'Lion Portal' logo on the left, a search bar in the center, and notification and user icons on the right. Below the header is a navigation menu with 'Home' (highlighted with a purple circle), 'Membership', 'Service', 'Learn', and 'More'. The main content area shows the account details for 'Example Club For Training'. A table lists key information: Lion ID (200158), Type (Lions Club), Status (Active), Billing Address (124 Any Place, Naperville, Illinois 60565, United States), and Active Member Count (57). Below this, there are tabs for 'Club Details', 'Data Export', 'Club Statements', 'Club Service Activities', and 'More'. The 'Club Details' tab is active, showing fields for 'Account Name' (Example Club For Training), 'Parent Account', 'Type' (Lions Club), and 'Active Member Count'. A blue button labeled 'Get Membership Cards' is visible on the right side of the page.

Lion ID	Type	Status	Billing Address	Active Member Count
200158	Lions Club	Active	124 Any Place Naperville, Illinois 60565 United States	57

Account Name	Type
Example Club For Training	Lions Club
Parent Account	Active Member Count